

FACT SHEET

1. SUBJECT: Use of Government Owned or Leased Non-Tactical Vehicles (NTVs)

2. PURPOSE: To provide guidance on authorized uses of NTVs.

3. FACTS BEARING ON THE SUBJECT:

a. General Rule: The use of NTVs is restricted to official purposes only. Use of NTVs for other than an official purpose by active duty or civilian employees carries the potential for severe administrative and criminal sanctions.

b. Commanders and supervisors are responsible for determining whether a proposed use of a NTV is for an official purpose; however, proper use of NTV transportation resources is the responsibility of all Army employees. If questions arise about whether particular uses of an NTV are official they shall be resolved in favor of strict compliance with the statutory and regulatory provisions.

c. Certain uses of NTVs are either specifically authorized or specifically prohibited by statute, regulation or policy. For example, proper official use of NTVs does not include:

1) attendance at public ceremonies and parades if the individual is not actually participating in the event in an official capacity.

2) transportation to private social functions;

3) personal errands or side trips for unofficial purposes;

4) transportation based on rank, prestige, or personal convenience.

5) transportation to commissaries, post exchanges, shoppettes and concessionaires, officer or NCO clubs, or other NAF activities unless it is for the purpose of conducting official business or while an individual is in a TDY status (as explained in e. below)

d. Spouse Travel: Spouses may be transported in a NTV only when:

1) they are accompanying their sponsor who is being transported in the NTV on official business and there is space available;

2) when the spouse is an approved statutory volunteer and specifically authorized use of government transportation in their volunteer services agreement; or,

3) when the spouse is traveling on approved invitational travel orders. Depending on the type of invitational travel orders the spouse may be required to be in the company of their sponsor when being transported in a NTV.

e. TDY Travel: NTVs may be used in conjunction with TDY travel to transport an individual from their home or place of duty to commercial or military transportation terminals, such as the UC35 hangar or the airport, when other means of public transportation or government bus transportation are not available or cannot meet mission requirements. Additionally, once an individual is at their TDY location, NTVs may be used if public transportation or government bus transportation is not adequate or impractical for transportation between places of business and lodging or and dining facilities or restaurants, drugstores, barbershops, places of worship, cleaning establishments, and similar places required for the comfort or health of the individual. However, use of NTVs to travel to or from commercial entertainment facilities (i.e. bars, movie theaters, concerts, sporting events) is not authorized.

f. Domicile-to-Duty/Home-to-Work Transportation: Federal statutory restrictions prohibit the use of NTVs to transport a government employee between their residence and place of duty. There are a few very narrowly defined exceptions; however, they require written authorization from The Secretary of the Army.

4. **ACTION REQUIRED.** Questions regarding the use of NTVs should be directed to the Office of the Staff Judge Advocate, Administrative Law Division.

5. REFERENCES:

a. Army Directive 2007-01, *SUBJECT: Secretary of the Army Policy for Travel by Department of the Army Officials*, 25 Jan 2007

b. Army Regulation 58-1, *Management, Acquisition, and Use of Motor Vehicles*, 10 Aug 04

c. DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, 16 Mar 07

d. Joint Federal Travel Regulation and Joint Travel Regulation

e. Title 31, United States Code, Section 1344

f. Title 41, Code of Federal Regulations, Subpart 101-6.4